

Statement of Work

Contract Number: EP-W-11-009/ EP-W-11-010/ EP-W-11-011

RFO Number: 0039

I. TITLE: Sustainable Communities Technical Assistance in Appalachia

II. PERIOD OF PERFORMANCE:

From: Date of award

To: January 26, 2015

III. BACKGROUND:

This Statement of Work (SOW) is intended to expand Environmental Protection Agency (EPA) support for sustainable community approaches in rural communities and small towns in partnership with the Appalachian Regional Commission (ARC) and the U.S. Department of Agriculture Rural Development (USDA RD). The activities under this SOW consist of targeted technical assistance for five (5) communities in Appalachia: Forest City, North Carolina; New Albany, Mississippi; Berea, Kentucky; North Wilkesboro, North Carolina; and Huntington, West Virginia.

The technical assistance that will be delivered under this SOW builds on technical assistance and other activities that were initiated in December 2013 under the Sustainable Communities in Appalachia partnership. These activities that are already underway include the further development of the Small-Town Appalachian Revitalization (STAR) tool and delivery of technical assistance to four (4) communities in Appalachia: Pikeville, Tennessee; Corbin, Kentucky; Aberdeen Mississippi; and Anniston Alabama. (EPA will provide a copy of the STAR tool to the Contractor.)

The selection process to determine the five (5) recipient communities took into account expressions of interest in developing a strong and livable community, and the communities' particular interest in the below strategies highlighted in the Partnership for Sustainable Communities 2011 publication [*Supporting Sustainable Rural Communities*](#):

- Investing in rural town centers, traditional Main Streets, and existing infrastructure in order to create places that are economically vibrant, healthy, and walkable;
- Expanding transportation choices so that everyone - including elderly, disabled, and low-income residents - can safely get around;
- Expanding housing choices so that all community members - including elderly, disabled, and low-income residents - can afford housing and transportation expenses; and
- Promoting rural prosperity by creating a diverse and competitive local economy.

The selection process also took into account:

- The potential to address the community's development challenges through the strategies described above;
- Support from community leaders and community members;
- Interest on the part of the Local Development District (LDD), or, alternatively, a local university or college, in playing an active role in the technical assistance and potentially replicating such efforts in other communities;
- Potential for the community to receive public or private investments to implement strategies identified through the technical assistance program;
- The extent of social and economic needs of the Appalachian community as measured by per capita market income, poverty rate and unemployment rate; and
- Community interest in developing local food systems, such as production and distribution of healthful food, as a means of promoting economic competitiveness and economic diversification.

IV. PURPOSE AND OBJECTIVES:

This task order builds on the Sustainable Communities in Appalachia technical assistance program conducted under Contract EP-W-11-009 (TO#0035), by which the current version of the STAR technical assistance tool was developed. The Sustainable Communities in Appalachia partnership is intended to support the [Partnership for Sustainable Communities](#) of the EPA, U. S. Department of Housing and Urban Development (HUD), and U. S. Department of Transportation (DOT).

The purpose of this task order is to expand sustainable communities technical assistance by delivering the STAR tool to five (5) additional communities. In addition to directly serving these five (5) communities, an objective of this project is to build LDD capacity to promote sustainable community approaches, and, ultimately, influence investment decisions made at the district, state, and federal level.

Technical assistance provided to the five (5) communities by the Contractor shall include preparatory work and communication, delivery of the STAR tool in each community, a follow-up memo presenting options for next steps, and post-visit consultations via conference call.

V. QUALITY ASSURANCE (QA) REQUIREMENTS:

Check

☐ YES if the following is required or

☒ NO if the following is not required.

The Contractor shall submit with their technical proposal a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models.

VI. TASKS AND DELIVERABLES:

The Task Order Contracting Officer Representative (TO COR) shall review all deliverables in draft form and provide revisions or comments to the Contractor. The Contractor shall incorporate the TO COR's comments as specified below. Final deliverable shall be in Microsoft Word or other appropriate electronic format.

Contractor personnel shall at all times identify themselves as contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Task One –Manage the Project and Develop Schedule

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

To manage the project, the Contractor shall organize and conduct conference calls with Contractor team members, EPA, ARC, and USDA RD. At a minimum the conference call shall include:

- Two (2) two-hour calls at the onset of the Task Order to discuss the objectives of the project, and tool and workbook development and delivery;
- A weekly call with the TO COR to review progress; and
- Two (2) two-hour calls following the completion of the technical assistance to all five (5) communities and completion of the STAR workbook to discuss outcomes and lessons learned.

Within 14 days of executing the task order, the Contractor shall deliver to EPA a project schedule that includes:

- The project management conference calls described above
- Delivery of technical assistance to five selected communities as described in Task Two.

The Contractor shall update the schedule as appropriate throughout the project

Task Two– Deliver the STAR Technical Assistance Tool to Selected Communities

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

The primary delivery mechanism for the technical assistance shall be via a two (2) day-site visit, typically taking place over consecutive days.

The Contractor shall organize and conduct at least three (3) conference calls with appropriate community representatives, as identified by the Contractor in consultation with the EPA, in advance of tool delivery. These calls will be used to gather information on community goals and local factors, plan the agenda and arrangement for the site visit, and otherwise work to ensure the successful delivery of the STAR technical assistance tool.

Each site visit shall include the meetings and activities for which STAR tool materials have been prepared, including: pre-visit information summaries, pre-visit consultations, pre-visit exercise, meetings, community tour, opening presentation, interactive exercises, and concluding presentation. The Contractor shall facilitate these meetings and activities, including making presentations and facilitating interactive group work as needed.

The Contractor, in consultation with EPA, shall offer the community guidance on appropriate community members to participate in one (1) or more aspects of the site visit, including elected officials, local government staff, local business owners and investors, local or state USDA RD staff, and members of the community. Appropriate USDA, ARC, EPA, HUD and DOT staff from headquarters or regional offices shall also be welcomed to join in site visits.

For each of the five (5) communities, the template site visit materials shall be modified as appropriate to reflect the particular circumstances of the community, and shall include aspects of local data or information analysis.

Scheduling should typically allow for at least two (2) weeks between site visits.

Upon completion of the site visit or visits for each community, the Contractor shall develop a next steps memo to EPA of no more than eight (8) pages in length that details actions the community could take to implement ideas discussed. These next steps memos, which can also be referred to as community action plans, shall draw on the format and types of information included in the action plans developed under the 2012 Sustainable Communities in Appalachia technical assistance program, available at http://www.arc.gov/news/article.asp?ARTICLE_ID=408.

The next steps memo shall facilitate community consideration of what it can do to put into place sustainable communities approaches

The Contractor shall provide the next steps memo to EPA within seven (7) days following the conclusion of each site visit. EPA will respond with comments within seven (7) days, after which time a final draft shall be delivered to EPA within seven (7) days. The Contractor shall deliver a total of five (5) next steps memos under this task, one for each site visit.

During the two-month period following the site visit or visits, the Contractor shall conduct at least three (3) conference calls (each call of up to one-and-a half hours) with appropriate community representatives from each of the five (5) communities to consult on next steps and implementation strategies. The Contractor shall invite EPA, USDA, and ARC to participate in these post-visit conference calls. A focus of these calls will be the potential for securing and making use of ARC funding that is notionally planned for allocation to the five (5) communities. The calls will also include consideration of local policies and programs, other potential sources of investment and support for implementation.

Note that the Appalachian Regional Commission plans to provide funding for the implementation of projects identified by these five (5) communities pursuant to the Sustainable Communities in Appalachia partnership.

VII. SCHEDULE FOR DELIVERABLES:

The Contractor shall provide the following specific deliverables to the EPA TO COR:

<u>TASK</u>	<u>DELIVERABLE</u>	<u>FORM AND QUANTITY</u>	<u>DATE DUE</u>
1	Schedule for Implementation	Excel Spreadsheet, updated regularly	Within 14 days of executing task order.
2	Deliver Technical Assistance to Selected Communities	Site visit	TBD
	Community Action Plan	Next steps and lessons learned memos	Draft within seven (7) days of each site visit, final within seven (7) days receiving EPA's comments.

VIII. MISCELLANEOUS

Software Application files, delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, Office 2007, single-spacing, 12 point font.
	Documents shall adhere to the EPA/Office of Sustainable Communities Style Guide, (See Attachment 1)
Preferred presentation format:	Power Point, Office 2007
Preferred portable format:	Adobe Acrobat